

K. Study Notification Email Template for State and Local Staff From SNAP State Director

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Dear [SNAP State Director name],

Please feel free to use the following template to notify the SNAP State and local agency staff selected for interviews about the SNAP Risk Assessment study. You may edit the letter however you think makes sense.

Sincerely,

[Signature of Site Lead]

Dear [staff name],

In the coming days, you will receive an email from [Westat Site Visit Lead] at Westat about a new research study that the U.S. Department of Agriculture's Food and Nutrition Service (FNS) is conducting, called *Understanding Risk Assessment in SNAP Payment Accuracy* (SNAP RA study). This study will provide FNS with information about the tools that State and local SNAP offices use to identify cases at high risk of payment error. Westat is a private research company that FNS hired to conduct the study.

I am writing to you because [Westat Site Visit Lead] and I have identified you as someone who can provide valuable insight for this study. The SNAP RA study aims to explore how our agency developed the case-profiling tool to flag SNAP cases at high risk of payment error, how we used the results, and what lessons we learned in developing and implementing the tool.

[Westat Site Visit Lead] will contact you in the next week to answer any questions you may have and to schedule a one-time telephone interview. I encourage you to participate.

Thank you in advance for sharing your feedback. Please let me know if you have any questions or concerns.

Sincerely,

[SNAP State Director]

This information is being collected to provide the Food and Nutrition Service (FNS) with key information on case-profiling tools used by SNAP State agencies. This is a voluntary collection, and FNS will use the information to examine risk assessment tools in SNAP. This collection requests personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-####. The time required to complete this information collection is estimated to average 0.084 hours (5 minutes) per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-####). Do not return the completed form to this address. If you have any questions, please contact the FNS Project Officer for this project, Eric Williams, at eric.williams@usda.gov.